DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL I: Each of the DHS-OOE schools will have adequate budget support to implement each of the goals and objectives as set forth in this plan.

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective I-A: *Funding sufficiency will be assured for purchases of necessary equipment, supplies as well as maintenance and technical assistance through the school budget process for fiscal years 2005, 2006 and 2007.*	**I-A:1** – The Three Year Technology Plan will be reviewed and a list of implementation costs developed. **I-A:2** – A budget for all required technologies and technology-related services will be developed by October 30 of each year.
Objective I-B: *Alternate funding sources will be incorporated into the Technology Plan objectives to assure the maximizing of all available money.*	**I-B:1** – A review of all funding sources within the office will highlight available technology funding streams. **I-B:2** – Components of the Technology Plan will be shared among the available funding streams within the OOE. **I-B:3** – A total technology budget will be presented to the Director, OOE which assigns various components of the Technology Plan to a specific source of funding.
Objective I-C: *Supplemental funding for technology initiatives will be sought through federal and state grant sources and through application to the Universal Services Fund.*	**I-C:1** – Supplemental grants will be developed to further enhance technology initiatives. **I-C:2** – Application will be made to the Universal Services Fund by January of each year.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL II: Each of the DHS-OOE schools will have access and connectivity to a world-wide infrastructure.

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective II-A: *Student records and child study information will be maintained on an internet based system entitled "TIE-NET", which will be used by each of the schools within the OOE system..*	**II-A:1** – All administrative data and student records will be maintained electronically with reports forthcoming monthly or as requested. **II-A:2** – TIE NET will be expanded to include additional administrative and program data annually until all needs are met. **II-A:3** – The TIE system will be updated annually as required by administrators or as modified by the vendor.
Objective II-B: *The OOE's Technology for Life and Learning Center (TLLC) will utilize the network as a means of completing student referral, evaluations and services and to train providers, parents and college students.*	**II-B:1** – Protocols will be created to enable the TLLC network to accept student referrals and to provide some elements of assessment through video conferencing by June, 2005. **II-B:2** – A system of guidelines and pilot conferences will be completed by September, 2005 to offer training in assistive technologies to parents, college students and affiliated agencies.
Objective II-C: *All schools within the DHS will be connected for the purposes of administrative meetings, routine main and data transmittal, training sessions and case management meetings.*	**II-C:1** – OOE administrative meetings will make use of the education network by September, 2004. **II-C:2** – A series of professional development programs, suitable for video conferencing, will be developed and scheduled by December, 2004.

	II-C:3 – Child study members will use video conferencing as a primary means of servicing students by January, 2005.
Objective II-D: Specialized programs and experts, from other states and nations, can be presented to staff and students to supplement curriculum and provide awareness and training in specific programs and services.	**II-D:1** – A monthly program will be created and disseminated throughout the DHS network of schools to announce virtual trips, special workshops, training sessions or educational events.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL III: **The OOE will assure that the plan will be reviewed and updated as determined by the technology consortium and supported by relevant data.**

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective III-A: *A cadre of new members will be selected and appointed to the DHS-OOE's Technology Consortium for the three year period of this plan by September of 2004.*	**III-A:1** – Future members of the Technology Consortium will be nominated by instructional staff, administrative staff, educational partners and advocacy groups. **III-A:2** – A group of 10-12 people will be selected to serve a three year term as Technology Consortium members.
Objective III-B: *Member of this Consortium will be oriented by December, 2004 so that there is a sufficient understanding of their roles and responsibilities.*	**III-B:1** – Members will learn about the DHS student population and the Three Year Technology Plan.
Objective III-C: *Two meetings will be held during the course of each of the school years within the time span of this Three Year Plan.*	**III-C:1** – An agenda will be prepared for each meeting one month prior to the meeting date to allow Technology Committee member adequate time to review information and meeting objectives. **III-C:2** – A summary of each meeting will be placed on the OOE website.
Objective III-D: *Outcomes and recommendations of each of those meetings will be noted and used to revise and refine the Three Year Technology Plan.*	**III-D:1** – Recommendations will be prioritized and incorporated into the plan as appropriate.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL IV: An intra-office technology work group will assure that the technology is applied to the classroom and appropriate to students.

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective IV-A: *A cross section of OOE administrators, supervisors, instructional staff and technicians will be appointed to an intra-office Technology Work Group by October 15, 2004.*	**IV-A:1** – Recommendations will be made for instructional staff and supervisors within the OOE schools to serve on an Intra-Office Technology Workgroup. **IV-A:2** – A selection of 12-15 members will be made by the Director, OOE in collaboration with administrative staff of the OOE.
Objective IV-B: *The work group will review the Technology Plan and assume various assignments for objective implementation within the schools and classrooms by November 30, 2004.*	**IV-B:1** – Each Technology Workgroup member will be oriented to the Three Year Technology Plan and all of the goals and objectives contained herein. **IV-B:2** – Each of the Technology Workgroup members will be assigned to act as resources and to provide oversight to specific objectives. **IV-B:3** – A list of workgroup members and areas of responsibility will be sent to each staff member.
Objective IV-C: *The Technology Work Group will meet at least every month to discuss the various technology applications, to delineate implementation obstacles and to make recommendations for changes in procedures or methods.*	**IV-C:1** – Monthly meetings will be schedule to check on the status of each objective. **IV-C:2** – Notes from each of the meetings will be shared among Workgroup members and OOE instructional staff via e-mail.
Objective IV-D: *Minutes of the Technology Work Group will be shared with OOE staff and recommendations for*	**IV-D:1** – Workgroup recommendations will be shared with Technology Committee members at routine meetings or, if

any broad actions will be presented to the Director.	necessary, between meetings via e-mail, telephone or video presentation. **IV-D:2** – Recommendations which require administrative endorsement and action will be presented to the Director, OOE.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL V: Assess the computer training needs of instructional staff and provide training and technical assistance in areas of need.

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective V-A: *An assessment of staff training needs in the area of technology will be conducted annually by September 30th.*	**V-A:1** – Instructional staff will be assessed to determine their levels of skill and comfort in integrating technology to the classroom. **V-A:2** – School supervisors will be assessed to determine levels of technology skill.
Objective V-B: *Assessment results will be collated by the OOE's Technology Coordinator in cooperation with the OOE's Professional Development Coordinator by December 1 of each year.*	**V-B:1** – All of the technology training needs will be listed and prioritized. **V-B:2** – The prioritized list of training needs will form the basis for the multi-year technology training program which will be developed by November 15.
Objective V-C: *A Technology Training Plan will be developed annually by January 1st to reflect the staff needs in the area of technology.*	**V-C:1** – A list of all proposed training areas and training methods will be e-mailed to instructional staff for input. **V-C:2** – The refined training areas and methods will form the Three Year Technology Training Plan (2004-2007). **V-C:3** – The Three Year Technology Training Plan will be revised annually by January 1 in accordance with the training plan evaluation.
Objective V-D: *Technology training will be provided to all administrative and instructional staff, based on a pre-established schedule and program description and will include various training methods (group sessions, hands-*	**V-D:1** – Staff schedules will be examined so that ideal training periods and days can be established. **V-D:2** – A schedule of training sessions will be developed for each three month

on training, classroom tutoring, internet training and distance learning sessions).	period and staff will be required to attend those in which he or she is assigned. **V-D:3** – Staff will be expected to perform each application highlighted by the training session or will receive added in-class support.
Objective V-E: *Approximately 35% of the OOE's instructional staff will participate in the computer assisted preparatory program for the International Computer Driver's License.*	**V-E:1** – Those staff who demonstrate technology application at the advanced levels will be placed into a preparatory program leading to the test for the International Computer Drivers License. **V-E:2** – Staff will be given adequate time to participate in this training sequence until program completion. **V-E:3** – Staff who complete the electronic training program will be permitted to take the test for the International Computer Drivers License.
Objective V-F: *Select staff leaders will be appointed to conduct regional and in-school orientation and training to key staff within each of the schools by May 1st.*	**V-F:1** – Staff from each region of the state will be selected by the OOE Technology Manager, after training performance is reviewed. **V-F:2** – Selected technology training staff will be announced to all instructional and administrative staff. **V-F:3** – Selected technology training staff will be oriented to the overall technology training objectives and will be available to all staff within the designated region.
Objective V-G: *A post assessment of technology skills will be conducted in May of each year to determine the relative success of the training sequences.*	**V-G:1** – Staff will be assessed at the end of the technology training program to note skill gains.
Objective V-H: *All participating staff members will complete an evaluation of the technology training program and make recommendations for its improvement by*	**V-H:1** – Staff will complete evaluations of each of the training sessions. **V-H:2** – Staff will complete an evaluation

June 1st of each year.	of the entire technology training plan in terms of its content, strategies and processes. **V-H:3** – A final evaluation will be developed based upon staff technologies, achievement indicators and staff evaluations.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL VI: **Assess the computer training needs of students as they relate to the Core Curriculum Content Standards for technology literacy and provide instruction in each of those areas.**

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective VI-A: Each instructional staff member will assess the level of student technology skills within two weeks of the student's assignment to class.	**VI-A:1** – A format for student technology skill assessments will be developed by September, 2004. **VI-A:2** – Each student will participate in the assessment process to determine the level of technology skill.
Objective VI-B: Students will be placed into the appropriate software program and will progress through a variety of computer applications.	**VI-B:1** – Each student will have access to computer assisted instruction to develop technology skills. **VI-B:2** – Placement into the computer assisted program will be commensurate with the student skill level and motivational level.
Objective VI-C: Students will continuously participate in technology infused classes, which instruct and reinforce technology applications and understandings.	**VI-C:1** – Each year, administrators and teachers will select a Core Curriculum Content area in which to begin technology infusion. **VI-C:2** – Meetings and activities will be scheduled throughout the ensure core area has been integrated with technology lessons and activities. **VI-C:3** – Instruction will be presented to students which infuse technology within each lesson and activity.
Objective VI-D: Students will be post tested in technology skills in June of each year.	**VI-D:1** –The same format will be used to post-test students as was used to pre-test.

	VI-D:2 – Student post-test results will be collated and analyzed. **VI-D:3** – A final report of student advancement in technology skills and uses will be developed for this Director, OOE and the Technology Committee. Recommendations made in the report will be implemented in the subsequent year.
Objective VI-E: _Students with severe cognitive delays and/or multiply handicaps will demonstrate a means of computer access as recommended by the technology A-Team and TLLC staff._	**VI-E:1** – Students with severe cognitive delays/multiply handicapped will be served by the OOE's A-TEAM. **VI-E:2** – The A-TEAM will provide a comprehensive assessment of each student and will conclude with recommendations. **VI-E:3** – Instructional staff will be assisted by the A-TEAM staff members to comfortably utilize specific technologies.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL VII: **Students will demonstrate achievement in functional academic, vocational and interpersonal skills through the use of technology-based instruction.**

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective VII-A: *Students will be placed into a district-wide computer assisted software program that incorporates an array of courses in academic and employability skills, within three weeks of entry into a school.*	**VII-A:1** – Each student will take part in an electronic computer assisted program to determine academic and vocational performance levels **VII-A:2** –Students will participate in the computer assisted instruction in academic and employment areas for a minimum of 45 minutes to 1 hour per week. **VII-A:3** –Students will be expected to increase math and reading achievement levels by one year for each 31 hours of computer instruction.
Objective VII-B: *Student achievement will be measured in the areas of academic and vocational skills on a quarterly basis.*	**VII-B:1** –Achievement data will be collected for each student on a monthly basis and the teacher will review computer assisted instruction achievements as the student works on a daily basis. **VII-B:2** – Quarterly student achievement reports will be developed by the teacher to determine the benefit of the instruction to the student. **VII-B:3** – If the student is not progressing after program adjustments are made, the student will be referred to the A-TEAM for added interventions.

Objective VII-C: *Beginning February 2005, and ongoing thereafter, students will participate in shared learning programs with other students both within the DHS network and throughout the State of New Jersey.*	**VII-C:1** – A minimum of one instructional staff at each school will be fully trained to provide distance learning classes. **VII-C:2** – All staff will participate in video conferencing sessions with the master teacher on a scheduled basis. **VII-C:3** – Student learning will be expanded through video technologies.
Objective VII-D: *Curriculum supplements will be made available to students through the incorporation of a DirecTV Goes to School Program, beginning November 15, 2004.*	**VII-D:1** – Television will be incorporated into the classroom through the installation of a multi-satellite receiver at each school. **VII-D:2** –Specific educational sequences will be selected for classroom access and as instructional supplements. **VII-D:3** – Selected educational program and services will be written into classroom lessons to promote student achievement.
Objective VII-E: *Specialized programs available through the Access NJ portal will be integrated into the district curriculum to reinforce learning and motivate students.*	**VII-E:1** – The schools within the DHS-OOE will be fully linked to the Access NJ video portal by July 30, 2004. **VII-E:2** – Staff will be oriented to the Access NJ website and will review programs which are offered to schools. **VII-E:3** – Staff will follow established OOE and Access NJ protocols for participation in the video portal programs.
Objective VII-F: *The use of the internet as a learning tool will be emphasized in all curricular areas beginning September 15, 2004.*	**VII-F:1** – Staff will be fully trained in the use of the internet as an instructional tool. **VII-F:2** – Students will use the internet for specific research and general information.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL VIII: **Students will have access to a range of community-based programs that provide vocational training, tutoring and high school completion courses.**

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective VIII-A: Community-based sites will be connected to the OOE's education network and resource directory.	**VIII-A:1** – As new community based programs develop, the OOE technology staff will seek resources and design a system for adding the site to the network and training new staff. **VIII-A:2** – Each new site will be part of the DHS-OOE network within three months of opening.
Objective VIII-B: Computers and video conferencing equipment will be made available to each program.	**VIII-B:1** – Within six months of the opening of a new school, computers and video conferencing equipment will be made available.
Objective VIII-C: Program models will be developed as appropriate to each of the students.	**VIII-C:1** – A review of the projected population for each new school will be done to assure program appropriateness and adequacy. **VIII-C:2** – A program plan will be developed by OOE staff for each new school, that includes assessment, instruction and training.
Objective VIII-D: A technology infused curriculum will be implemented within each of the sites.	**VIII-D:1** – Students will be provided with a curriculum which promotes technology skill development and facilitates the achievement of Core Curriculum Content Standards.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF EDUCATION
THREE YEAR IMPLEMENTATION STRATEGIES/ACTIVITIES

GOAL IX: The Technology for Life and Learning Center will expand its technology services to include "at risk" assessments and services.

OBJECTIVE	IMPLEMENTATION ACTIVITY
Objective IX–A: "A-TEAM" assessments will be administered to referred students in areas of vocational readiness and educational diversity.	**IX-A:1** – Students who are not severely disabled but are not performing to anticipated capacity will be referred to the A-TEAM for evaluation. **XI-A:2** – An assessment report will lead to recommended assistive technologies which will promote achievement.
Objective IX-B: Students will be provided with appropriate technologies which are appropriate to their needs and will facilitate individual achievement.	**IX-B:1** – The A-TEAM will assure the proper use of the technology in the classroom.
Objective IX-C: Prescribed student technologies will be implemented into the classroom environment through the hands on technical assistance of an "A-TEAM" staff member.	**IX-C:1** – Teacher training and student utilization will be reinforced through periodic in-class mentoring by an A-TEAM staff member.